



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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June 5, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Don Knabe, Chair Pro Tem  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavy  
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider  
Chief Information Officer

Subject: **BUSINESS CONTINUITY PLANNING – STATUS**

On July 2, 2002, your Board directed my office, together with the Chief Administrative Office/Office of Emergency Management (CAO/OEM), Internal Services Department (ISD), and the Auditor-Controller (A-C) to prepare scope time, and cost estimates required for development of a countywide Business Continuity Planning (BCP) Program.

A Business Continuity Planning (BCP) Feasibility Report was submitted for Board action on February 25, 2003. The report was accepted and we were directed to return on March 4, 2003 to address additional questions. The Board acted to accept the balance of the recommendations from the report and authorize the use of \$400,000 to acquire BCP Software and Consulting services to initiate the Business Continuity Program.

### **CURRENT STATUS/ACCOMPLISHMENTS**

Following your Board's actions on March 4, 2003, we have accomplished the following:

- Developed Functional and Technical Requirements for the BCP Software;
- Developed a Statement of Work (SOW) that describes the professional services to be acquired under this solicitation;

- Completed a Request for Proposal (RFP) for the acquisition of a web-based BCP Software product and consulting services to install and configure the software to meet the County's specific needs. The consultant will also be asked to provide training to the system administrators, the project team and departmental BCP Coordinators. The RFP is undergoing final review prior to its publication on the County website. Publication is planned for the week of June 9, 2003;
- Identified the Emergency Management Council as the Steering Committee for the Business Continuity Program;
- The Project Team has worked to expand departmental participation in the Internal Services Department's plan for an upcoming Hot Site Disaster Recovery Test for the IBM Systems in the Downey Data Center. This effort is intended to limit the County's exposure in the event of a disaster by ensuring that as many departments as possible have participated in the Hot Site recovery test, evaluation and refinement process that follow these tests. Twelve new applications have been identified and will be included in the upcoming test.

**NEXT ACTIONS:**

- The RFP will be released the week of June 9, 2003.
- A Bidders Conference is planned for June 23, 2003
- The proposal submission deadline is planned to be July 15, 2003.
- Department Heads will be provided with an update on the Business Continuity Program, in late June 2003, including the type of information they should begin to collect to support the development of plans following the implementation of the software.

If you have questions or require additional information, please contact Jonathan Williams or me at 213.974.2008.

JWF:JW:ygd

c: Sharon Harper, Chief Deputy, CAO  
Tyler McCauley, Auditor-Controller  
Conny B. Mc Cormack, Registrar-Recorder/County Clerk  
Constance Perett, Administrator, CAO/OEM  
Chair, Information Systems Commission  
BCP Working Group